



PARENT HANDBOOK 2014

My Child's Group is _____

My Child's Counselors are _____

Camp Phone # (617) 965-1669

Extended Day Cell # 617-938-2097

ALBEMARLE ACRES SUMMER PROGRAM

PARENT HANDBOOK 2014

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HISTORY

Since the inception of Albemarle Acres in 1982, the Newton Parks and Recreation Department and each individual staff member at Albemarle Acres has strived to meet the changing needs of the Newton Community by designing a quality day camp program. Our mission to provide children with a fun and exciting recreational program within a highly supportive, low key, yet structured and innovative environment is reflected in our program.

Over the years the Albemarle Acres Summer Program has provided activities that are designed to take advantage of the recreational facilities and opportunities offered at the site, and to satisfy a child's craving for adventure, socialization, cooperative effort and FUN!

BASIC CAMP INFORMATION

Albemarle Acres is for children entering 1st grade through 5th grade in the fall of the current year. We will also accept children going into 6th grade if they have previously attended Albemarle Acres. Albemarle Acres is held at the Horace School which is located at 687 Watertown Street in Newton. Camp is held rain or shine. On rainy days, activities will take place inside the Horace Mann School. Campers will walk to the Gath Pool for swimming.

The camp runs Monday through Friday and operates from June 30 through August 15, 2014. There will be no camp on July 4th. The hours are 8:30a.m. – 3:30p.m. for Basic Day, 8:00a.m. – 5:00p.m for Extended Day, and 8:00a.m. – 6:00p.m. for Extended Day till 6. There will be no Extended Day on the last day of camp.

| | |
|---|--------------|
| TELEPHONE NUMBERS: Albemarle Acres Office | 617-965-1669 |
| Afternoon Extended Day Cell | 617-938-2097 |
| Parks and Recreation Office | 617-796-1500 |
| Gath Pool | 617-552-7129 |

If your child is going to be absent from camp please call the Albemarle Acres Office between 8:15 a.m. and 9:00 a.m. to let us know.

WHAT TO BRING

Each day, campers should bring a morning snack, lunch, water bottle, sunscreen, bathing suit and towel, rain gear (for rainy days), and bag (or backpack to hold everything). Children in Extended Day should bring an afternoon snack. Please do not send beverages in a glass bottle!

Children should wear play clothes. They may get dirty and possibly wet. You may want to pack an extra change of clothes. Children should wear sneakers and socks to camp. Please no sandals or flip flops except for at the pool. ALL ITEMS BROUGHT TO CAMP SHOULD HAVE THE CHILD'S NAME ON THEM!

Items that are left behind at camp will be placed in a lost and found bin. Please check this bin at the end of each week to make sure you have all of your camper's belongings. At the end of the summer, all items left in the lost and found bin will be donated to a shelter.

REGISTRATION

Registration for Albemarle Acres for Newton residents begins the Wednesday after the Camp Fair. Non residents may register beginning March 1. Brochures and registration information can be received by calling the Parks and Recreation Department at (617) 796-1529 or online at www.newtonma.gov/gov/parks. Registration is on a first come first served basis and continues until the camper groups fill up. A waiting list will be started once groups fill up.

All parents will be required to fill out the following forms and submit the appropriate documents in order to enroll their child in the Albemarle Acres Summer Program:

- Medical, Liability, and Photo Release Form
- Emergency Identification Form
- Physical Form
- Medication Forms (if child will be on medication at camp)

TUITION

The cost for each week of camp is as follows:

| | | <u>Residents</u> | <u>Non Residents</u> |
|-------------------|-------------|------------------|----------------------|
| Standard Day | 8:30 – 3:30 | \$180.00 | \$190.00 |
| Extended Day to 5 | 8:00 – 5:00 | \$230.00 | \$240.00 |
| Extended Day to 6 | 8:00 – 6:00 | \$255.00 | \$265.00 |

A \$30.00 non-refundable deposit per week is due with the registration form. There will be no refund of your deposit. We do understand, however, that sometimes plans change, so you will have until March 15th to make any changes to the weeks you have registered for. If you cancel out of weeks, the deposit that you have already paid will be applied to the remaining weeks of camp and lower your balance due.

Final payments are due May 15th. A \$25.00 late fee will be assessed for registrations, paperwork and payments received after May 15th. There will be no refunds issued for programs after May 15 unless due to an injury that prevents the child from participating, or the space is filled by another camper.

Campers will not be allowed to attend camp if the tuition has not been paid. If needed, parents can set up a payment plan in order to pay off camp before the summer. Scholarships are available to Newton residents that qualify. Call the Parks and Recreation Department for more information.

STAFF

The strength of the program lies in our qualified, enthusiastic, caring and responsible camp staff. Well-motivated professionals are teamed with carefully screened high school and college students to provide the skills and energy needed to ensure the success and enjoyment of each camper. Many former campers return year after year to become CIT's and counselors. Staff are certified in First Aid and CPR. All staff must pass Cori/Sori checks to work at the program. The staff and the program meet the Commonwealth of Massachusetts Camping standards and the Newton Health Department licenses the program.

PARENT INVOLVEMENT

Parents are encouraged to talk with their child's counselors on the first day of camp and throughout the summer. You know your child best. It is helpful to let the counselors know information about your child that will ensure your child has a great time at camp.

If you come to camp during the day, please report to the camp office so we can assist you. If you have any questions or concerns that need to be addressed please schedule a meeting with the director and counselors at a mutually convenient time. Please remember that counselors and other staff must spend their time with the children and may not be available to talk with you. Parents interested in viewing camp policies and procedures should submit a written request to the Parks and Recreation office.

To respect the rights of all campers, please do not take pictures of children other than your own without the camp's permission.

CAMPER EXPECTATIONS

For the enjoyment and safety of everyone involved at Albemarle Acres, campers are expected to adhere to the following rules while at camp:

1. Listen to the counselors or leaders at all times.
2. Stay with your buddy/group at all times.
3. Never go anywhere alone. Tell a counselor or leader if you need to leave the group and they will send somebody with you.
4. Respect the rights of others and treat others with the same respect and dignity with which you expect to be treated.
5. Fighting, bullying, or aggressive behavior toward staff or campers will not be tolerated.
6. Destroying or stealing property belonging to another person or camp will not be tolerated.
7. Please do not bring money, toys, discmans, cell phones, or other unnecessary belongings to camp to avoid misplacing or losing such items.
8. Most important – HAVE FUN AND ENJOY THE SUMMER!!!!!!

BEHAVIOR MANAGEMENT

For various reasons, children sometimes exhibit inappropriate behavior. The staff will assist the child in the learning process of appropriate and acceptable behaviors at camp.

If a child is misbehaving, group counselors will try to give the child choices to change his or her behavior. Counselors will reinforce improved behavior and compliment acceptable behavior. If a child is not responding to their counselors and continues to exhibit inappropriate behavior, he or she will be brought to the camp office. Once at the camp office, the director and counselor will talk to the child about their behavior. If necessary, the child's parents will be called and the child may be sent home.

Any child showing aggressive or abusive behavior towards themselves, other campers or staff will be sent home and a report will be filed in the camp office. Depending on the severity of the offense, the child may be allowed back to camp the next day. If the behavior continues on additional days, the child will be dismissed from the program.

ARRIVAL AND DISMISSAL INFORMATION

In an effort to keep traffic moving and campers safe, please park in the designated parking spaces on Albemarle Road. Please do not double park.

Please enter through the gym entrance on Albemarle Road. The main front door will be locked during the summer.

Basic Day Campers

1. Basic day campers should arrive between 8:25 and 8:35 a.m. and should check in with their parents at their group location in the gym. Counselors will be at their group area in the gym to check in campers and answer camper and/or parent questions. Parents must sign their child in on the attendance sheet each morning.
2. If your child is leaving before 3:25 p.m. please notify their counselor in writing.
3. Pick up time is between 3:25 and 3:30 p.m. All parents or designated pick-up adults must sign the camper out on the attendance sheet.
4. Counselors must be made aware, in writing, if someone other than the parent/guardian will be picking up your child. The individual picking up the child must be prepared to show identification to the counselor.
5. Children that have not been picked up by 3:40 p.m. will be brought to Extended Day.
6. Parents who are late picking up their child may be assessed a late fee.

Extended Day Campers

Recognizing that many parents work and need additional care for their children, Albemarle Acres offers Extended Day options for camp families for a nominal fee. Extended Day is offered in the morning before camp starts, and in the afternoon after camp ends. During Extended Day, children will have the opportunity to play games, play on the playground, read books, and socialize with their friends.

1. There is no supervision before 8:00 a.m. Extended Day hours begin at 8:00 a.m. Campers in morning Extended Day should check in with their parents in the Gym with the Extended Day staff. Parents must sign their child in on the attendance sheet. Extended Day campers will then go with staff to play inside games.
2. Children on afternoon Extended Day will be picked up at the Playground. **In the event of inclement weather, children will be inside the gym at the Horace Mann School.**
3. The latest Extended Day pick-up time is 6:00 p.m. We ask parents to be on time when picking up their child. If you know you are going to be late, please call the camp number before 4:00 p.m. or the extended day cell phone number between 4 and 6 p.m.
4. Counselors must be made aware, in writing, if someone other than the parent/guardian will be picking up your child. The individual picking up the child must be prepared to show identification to the extended day staff.
5. All parents, or designated pick-up adults, must sign the camper out on the Extended Day attendance sheet. Parents should park in the legal parking spots along Albemarle Road.
6. Parents who are late picking up their child may be assessed a late fee.

Extended Day and Late Pick Up Policy

Campers ages 10 and older may sign themselves in and out of Extended Day provided they have a signed note from a parent or guardian.

Sign up for the Extended Day program is for the week. Staff is hired to work for the week based on the number of kids that sign up for Extended Day. We do not pro-rate the week or reimburse for days that are not used.

The standard day pick up time for most programs is 3:30 pm. Children that have not been picked up by 3:40 p.m. will be added to the Extended Day roster and will need to pay for Extended Day for that week.

Extended Day Times and Costs

Extended Day until 5:00 cost \$50.00 per week. Children picked up after 5:00 will be charged the Extended Day until 6:00 fee which is an additional \$25.00 for the week

Extended Day until 6:00 cost \$75.00 per week. Children picked up after 6:00 will be charged \$1.00 per minute that they remain at camp (a child picked up at 6:10 would need to pay an additional \$10.00).

CAMPER GROUPS

There are 8 camper groups at Albemarle Acres. Children are placed into camper groups based on the grade they are going into and the area in which they live. Each camper group has approximately 15 - 19 campers and 3 – 5 staff members.

Campers participate in all daily activities with their group. During special events, groups will participate in special activities with other groups.

DAILY SCHEDULE AND ACTIVITIES

Camp is in session from 8:30 AM to 3:30 PM. Extended hours are available from 8:00 AM to 6:00 PM. Camp activities include sports, arts and crafts, music, inside games, playground activities, group time, swimming, storytelling, gym activities, cooking, field trips, and special events. Albemarle Acres is also partnering with the school department to offer language arts and math and science academic enrichment activities. Using fun teaching methods, all campers will participate in these teacher led activities with their group without even realizing there are academics involved. Please refer to your child's group schedule for exact times and activities.

Sample Daily Schedule

| | | | |
|----------------------|-------------------|----------------------|--------------------|
| 8:00 – 8:25 | Extended Day | 11:30 – 12:10 | Swimming |
| 8:25 – 8:35 | Morning Sign In | 12:30 – 1:10 | Lunch & Free Play |
| 8:35 – 8:45 | AM Announcements | 1:15 – 1:55 | Activity Period 4 |
| 8:45 – 9:25 | Activity Period 1 | 2:00 – 2:40 | Activity Period 5 |
| 9:30 – 10:10 | Activity Period 2 | 2:45 – 3:25 | Activity Period 6 |
| 10:10 – 10:25 | Snack | 3:25 – 3:30 | Afternoon Sign Out |
| 10:30 – 11:10 | Activity Period 3 | 3:30 – 6:00 | Extended Day |

SWIMMING

Swimming is an integral part of the camp experience and we are fortunate to have the Gath Pool so close to the camp. Swimming will occur each day unless we are on a field trip or the pool is closed. Swimming lessons are not provided at camp.

During swimming, counselors will be in the water and on the pool deck to supervise campers, and lifeguards will be on duty as usual. Campers who do not want to go swimming will remain at camp to play games with counselors.

Depending upon the weather and other planned activities, the older groups may walk back to the pool in the afternoon to participate in free swim. The younger groups will not be returning to the pool, but may have the wading pools and sprinklers set up for an afternoon activity.

THEME WEEKS

Each week of camp will have a special theme. Activities, special events, and field trips will revolve around that theme. Please refer to the camp calendar to find out what this year's theme weeks will be.

SPECIAL EVENTS

Special events help to enhance the camp experience. Whole camp special events will be on Wednesday afternoons (when there is not a field trip) and on Friday afternoons. Each special event will be based on the theme of the week and will offer many activities such as hired entertainers, arts and crafts, music, sports, games, and cooking. Past special events have included a Hawaiian Luau, Rainforest Reptiles show, Camp Carnival, International Day, Camp Olympics, and the Camp Show. Please refer to the camp calendar for a listing of this year's special events.

FIELD TRIPS

Throughout the summer, campers will go on off site field trips to enhance their camp experience. While on field trips, campers will adhere to the **BUDDY SYSTEM**. Like at camp, campers will be supervised at all times while on a field trip. Past field trips have included the Museum of Science, the New England Aquarium, Roller Kingdom, the Auburndale Cove, and the West Newton Cinema. Please refer to the camp calendar for a listing of this year's field trips.

Every camper will receive an Albemarle Acres T-shirt. Camp t-shirts must be worn on field trip days. Additionally, on field trip days, campers should pack their lunch in a paper bag with their name on it. Transportation to and from the field trips will be by hired school bus or Parks and Recreation Department vans.

INCLUSION PROGRAM

At Albemarle Acres we believe that all children should have the opportunity to participate in a summer camp experience. The Newton Parks and Recreation Department works closely with the Newton Public Schools to place students from inclusive classrooms into Newton summer camps. These children receive additional assistance at camp to ensure a successful experience.

CIT PROGRAM

There is a Counselor in Training program for boys and girls ages 13 – 15 at Albemarle Acres. This program is run by a CIT Director and emphasizes skills necessary to become a camp counselor. All CIT's attend a training session to learn what it takes to become a camp counselor. After attending the training session, CIT's work closely with camper groups to gain experience on how to become great counselors.

CIT's are closely supervised by camp staff and the CIT Director to make sure they are interacting with campers appropriately. Because CIT's are still learning how to become counselors, they will never be left alone with a group of campers.

FIRST AID

If campers get bumped or scraped while playing they will be taken to the camp office for first aid. Only staff certified in CPR and First Aid will be allowed to treat injuries that campers receive while at camp. Any time that first aid is administered to a camper, the date, camper name, injury, treatment, and the person administering first aid is recorded in the first aid log book in the camp office.

If the injury is severe and 911 is called, parents will be contacted immediately. If the parents can not be reached, the emergency contact will be called. If a child needs to leave camp in an ambulance, a staff member will travel in the ambulance with the child and stay with the child until a parent or the emergency contact arrives.

HEALTH AND ILLNESS

Albemarle Acres Summer Program is certified by the Newton Health Department. In addition, Albemarle Acres makes a strong effort to prevent the spread of illness by encouraging hand washing and keeping the facility clean and disinfected.

If your child is not feeling well during camp, every effort will be made to care for them at camp. However, should your child be better cared for at home, you will be asked to make arrangements for them to be picked up. Please do not send your child to camp if they are vomiting, have a fever, diarrhea, chicken pox, conjunctivitis, or any other illness that may be spread through contact.

On the first day of each week of camp, staff will do head lice screenings on all of the campers in their group. Any child found to have head lice or nits will be sent home until they have been appropriately treated and the child is free of lice and nits.

ALLERGY GUIDELINES

Many children have allergies to a variety of foods and the environment. It is important that parents talk with the Recreation Manager to ensure that all staff at the program are aware of potential allergens and reactions to look out for.

Newton Parks and Recreation has developed the following guidelines to ensure the safety of all of our campers:

- maintain a no sharing/no trading policy on food that is brought from home
- monitor snack and lunch to ensure that children are eating their own food
- Ensure children wash hands before and after eating to avoid coming into contact with potential allergens
- Wash all tables or countertops before and after all activities involving food
- All staff are trained in the signs and symptoms of allergic reactions and what to do if an allergic reaction occurs
- Several staff at the program are trained in the administration of epi pens

MEDICATION

If your child will be taking any kind of medication that they will need to be given at camp, you must notify the Camp Director. The camp is only able to administer oral medication, inhalers, and epi pens. Parents must fill out the appropriate paperwork per Health Department and State regulations. No child will be able to receive medication at camp without completion of the appropriate paperwork.

Medication must be brought to camp in its original container with correct administration and dosing information written in English. All medications (with the exception of inhalers and epi pens) will be stored in the camp office in a locked cabinet.

Any campers needing an inhaler or epi pen will be allowed to keep that medication with the group at all times. Staff will be responsible for carrying the epi pen or inhaler to administer as necessary.

IMPORTANT RESPONSIBILITIES FOR PARENTS

Always call the camp when your child will be absent.

Label all belongings and remember to check the lost and found bin at the end of each week for missing items.

Be on time when dropping off and picking up your child or call to let the camp know you will be late.

Ensure that all camp forms are filled out completely.

Make the camp aware in writing if someone other than a parent/guardian will be picking up your child.

Advice camp directors and counselors of any health concerns your child might have (medications taken, allergies, etc.).

Read the Parent Handbook and be familiar with camp policies.

Let your child's counselors know about likes, dislikes, and personality traits that your child might exhibit at camp.

Explain camp rules to your child prior to the start of camp.

Ask questions. If you want more information on camp activities or if you have questions about the camp just ask and we will be happy to answer any questions that you have.

Check your child's backpack or the camp bulletin board for notices pertaining to camp.

Remit camp balances on time or set up a payment plan to make payments.

Evaluate the program and let us know how we are doing. We strive to make camp a wonderful experience for both campers and parents. Evaluation forms can be filled out or you can talk to the directors or recreation manager and let them know what you think.

Smile and enjoy the summer!